

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Purchase Referred Care (PRC) Assistant

Department: Health & Wellness Center

Hourly Rate: \$13.00/hr. Full Time: 40Hrs/Week

Exempt: No/Hourly

Supervisor: PRC/Billing Manager

Posting Date In-House

Opens: September 28, 2020

Closes: October 5, 2020 at 4:30pm

Posting Date: Public

Opens: October 6, 2020

Closes: October 20, 2020, at 4:30 pm



Summary: The Purchased Referred Care (PRC) Assistant will be under the supervision of the PRC/Billing Manager and will assist with the procurement of health services following appropriate medical, dental, and optometry priorities and determined based on relative medical need and availability of funds; following Indian Health Service guidelines for eligibility and priority.

Essential Duties and Responsibilities include the following.

- Knowledgeable about the PRC Manual, policies, regulations, and procedures.
- Assists with procedures for issuing medical authorization, writing authorization(s) for medical care for eligibility persons using Standard Forms, IHS-43, IHS-57, and IHS-64, with maintaining a commitment registry to record, in sequence, all obligations for health services incurred against the contract.
- Maintains Locked vendor services files, which include client files and voucher payment files.
- Interviews and records data on eligible persons, screen/review all information and determine PRC eligibility and/or alternate resources as directed.
- Assists with maintaining contact with various agencies and health organizations including local reservation programs Tribal Social Services and other Human Services resources to provide prompt, effective service to meet the needs of the service population.
- Assists with communications regarding the availability of funds, establishment of priorities and program operational procedures.
- Provides program information and alternate referral services to eligible persons.
- Assists with maintaining contract dental care procedures including referral procedures under the priority system.
- Assists with the reviews of Delta Dental authorizations to ensure patient eligibility for services, with maintaining a record of dental authorizations and expenditure report, with maintaining a contract with local dental health care providers, local health agencies and Bemidji Area Dental Branch.
- Attends education related to PRC, medical billing and medical coding as needed.
- Alternates with other PRC staff opening, date stamping, processing, and filing all PRC mail.
- Cross-trains and learn how to process all vendors regardless of who they are assigned to.
- Re-prices PRC claims according to Medicare-like rates.
- Assists other Billing Personnel as needed.
- Other duties as assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

High School diploma or its equivalent.
Two (2) years of Health experience in a health-related field required.
Good attendance record documented by previous employers.
Excellent communication skills.
Above average customer service and conflict resolution skills documented by previous employment records.
Basic understanding of medical billing and coding.
Excellent computer skills and knowledge of Microsoft programs.

Preferred:

Bachelor's degree in Health Administration, Health Planning, Administration or related area preferred.

Other Skills and Abilities:

Required:

This is a required driver position.
Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.
Reliable transportation and insurance are required.
Must possess knowledge of Tribal Health Services and Native American Programs required.
Must possess the ability to plan, organize and prioritize program objectives and responsibilities.

Background Check:

This position is contingent on the required ability to pass a caregiver background check when working with children and/or elderly.

This position required for eligibility a required driver check, to meet eligibility for tribal insurance.

Language Skills:

Must possess strong oral and written communication skills.

Reasoning Ability:

Ability to interact with the clients/public, fellow employees, tribal programs and federal agency personnel with objectivity and courtesy.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Sedentary work with some standing and walking required. Occasional lifting up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov
HRassistant@Badriver-nsn.gov